

## **Teddies' Classroom Routine & Procedures**

### **Preparation Time 9:15 am**

Participating parents need to arrive 15 minutes early, with their child, to assist the teacher in setting up the classroom. I will inform you of the plan of the day. During this time, parents should set out play dough, paint, art materials, etc. Check for needed supplies such as paper towels, soap, cups, napkins

### **Arrival 9:30 am**

The classroom will not be open to children or parents until the scheduled class time. I will open the door and greet the children individually when it is time to start class. **Please be prompt.** All children and participating parents must wash or sanitize their hands (with the *magic soap*) before entering the classroom. At this time participating parents need to be in the room directing children to the available activities.

### **Self-Selected Play 9:30-10:20 am**

This is the time for children to explore and discover on their own. We want to encourage curiosity in the world around them as we introduce them to a variety of activities and the formation of social skills. Activities include art creation, housekeeping/dress-up play, blocks, sensory table, climber, manipulatives, science center, writing area, and library. At this time, participating parents need to be in the room to supervise play centers and I will float between the areas. We need to praise and encourage cooperation and offer positive direction when needed. Use the post-it notes I provide to make observations of the children. You are my extra sets of eyes and ears.

### **Clean Up 10:20-10:30 am**

I'll give a 5 minute warning before it is time to clean up to remind the children to make their final choices. Parents, get ready to sing the Clean-up song. When the room is tidy the children may take a seat on the floor mats and look through books while they wait for circle activities to begin.

### **Circle Time 10:30-10:45 am**

(At this time the snack parent should begin getting the tables ready for snack. The tables need to be wiped clean with the bleach solution and paper towels. Set out the placemats, snacks, drinks, etc.). The snack parent's child can be the helper at this time and put out the place mats, napkins, and cups.

This is a time of sharing together. I will read a story, sing songs, dance, use puppets, etc. to enhance the children's language development. The parents should help settle any restless children from distracting the group. Have fun and join in the activities too.

**Hand Washing** **10:45-10:50 am**

The children will be dismissed from circle time in small groups to wash hands. Both parents should assist the children in washing with soap and water.

**Snack** **10:50-11:00 am**

As the children make their way to the table, I'll do some simple finger plays to keep their hands busy to encourage waiting for all to arrive at the table before we begin eating. When all are seated we'll say a simple thank you and begin enjoying our treats. While snacking, encourage conversation and proper table manners.

**Gross Motor Activities** **11:00-11:15 am**

We will go into the gross motor room to help in developing large muscles. Occasionally, we may do planned large motor activities in the room. The snack parent will come with the group, while the drink parent will stay in the classroom and begin the end of day clean-up. The early return person will also help inside the classroom with clean-up.

**Dismissal** **11:15 am**

**Please be on time!** Always let the teacher know if someone else is to take your child home.

When all children have left, the participating parents need to finish with any clean up before leaving. I will meet briefly with participating parents to see how they felt the day went. We will do this as we finish cleaning the room. Please, give me any post-it notes you have written. Don't forget to put the child's name on it.